

CSS

COLLEGIATE SALES SOCIETY

Getting Started Playbook



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DEAR CHAPTER MEMBER,

It is our pleasure to welcome you to **COLLEGIATE SALES SOCIETY**. Thank you for being a founding member of your campus' CSS Chapter. College is more than classrooms and clinicals. Students who become engaged in student life during their academic careers develop a profound sense of leadership, problem solving, social and communication skills which can be directly applied to their career.

This playbook is designed to help new CSS chapters get started in their engagement efforts. As a founding member of your chapter, you'll play an integral role in helping your campus community create an environment that supports the sales leaders of tomorrow. The national team is committed to providing updated resources, learning from masters in the industry, gaining real-world experience, and sharing these practices with your college or university.

YOU ARE A CRITICAL PARTNER IN DEVELOPING THE FUTURE OF SALES. WELCOME TO THE CSS NETWORK!



OUR MISSION: CREATE LIFELONG LEADERS

THROUGH SALES EDUCATION, NETWORKING,
AND CAREER OPPORTUNITIES.

CSS is inspired by it's core values:

SUPPORT

ABILITY

LEADERSHIP

EMPATHY

SUCCESS

We plan to support our future sales leaders by providing them with the ability to offer further advancement of sales knowledge through education and networking. Our curriculum grants students the skills they need to hold leadership positions on campus and in their future careers. To help them excel as leaders, we teach our students the importance of showing empathy for those they lead. We offer the tools students need to find success.

Our History

Collegiate Sales Society (CSS) is the premier national collegiate sales organization creating lifelong leaders through sales education, networking and career opportunities.

Programs such as the Collegiate Sales Certification and the annual CSS Summit allow our students to cultivate sales skills through real experience and network with industry professionals.

CSS was launched in 2019 to bridge the gap between the experience and skills college students learn in school and what is sought after by employers. We believe in making the dream of pursuing a career in sales a reality for college students by providing robust sales education and career development opportunities. Sales is one of the most popular professions, and by joining a CSS chapter students gain access to additional curriculum and tools to launch a successful career in sales. This is where being part of a CSS chapter

becomes an important tool for securing that dream sales job post graduation! On top of all that knowledge currently taught to college students, joining or creating a CSS chapter is the perfect addition to a well-rounded professional development experience.



What do we do?

CSS is focused on helping college students acquire the skills, experience, and network to launch and accelerate their career opportunities both during and after their time in college.

CSS provides the following opportunities to our members:

- SALES TRAINING, EXPERIENCE, & CERTIFICATION
- NETWORKING
- JOBS AND INTERNSHIPS

Leave Your Legacy

Although sales is the #1 most popular profession in the US, few colleges or universities are offering curriculum to support the industry. Additionally, sales is the #1 most popular first job out of college of Fortune 500 CEOs.

Students need access to professional training, software certification, networking opportunities with business leaders that hire interns and new college grads, as well as direct access to internship and full-time job opportunities. CSS provides this access to its chapters and can provide this access to your campus too.

As a founding member of your institution's chapter, you will have priority access to job and networking opportunities. Starting a new chapter on campus looks great on your personal resume and will impress employers with your work ethic, ambition, and organizational skills.

GETTING STARTED

Applying to become a student organization looks a little different on every campus.

To start your chapter you will need to start by applying for recognition through your institution's student organizations website. If you don't know where to look on campus, the student affairs office is a good place to start. Your campus site will provide you with detailed information that needs to be completed. To help you visualize your needs here is a guideline that might help you.



1

ESTABLISH YOUR EXECUTIVE BOARD

Ideally this is 4 - 5 other students passionate about CSS's mission and excited to be involved in a national initiative. We will touch upon board positions later in the handbook, but this is your foundation.

2

START YOUR APPLICATION

Begin by contacting your campus's student activities office, student government, student affairs office, or student life office for your chapter specific application requirements and important dates and deadlines.

OPTIONAL: Schedule a time with the CSS national team to complete the application.

2A

Craft a mission statement or purpose for your organization.

This can include writing a statement of uniqueness. If there are similar clubs like this on campus, find the contact information of the club president to see if there is room for collaboration.

Lay out the chapter bylaws or constitution.

Some campuses will have a template for you to use. If a template is not available check out our sample constitution below and adapt for your purpose. (CSS national offers a template for creating your mission and constitution.)

2B

Find campus support from students, faculty and staff.

Gather 2 - 8 signatures to petition for charter.

These signatures are usually your executive board officers or club founders.

A faculty member must also supervise and sign off on your chapter.

Check out how to find a faculty advisor in the resource section of the playbook.

3

RECRUIT MEMBERS, BUILD YOUR ROSTER

Put those marketing skills to use and build awareness of your new organization.

4

SUBMIT AND WAIT FOR APPROVAL



Campus Organization Approval

Remain patient during the approval process and remember you're helping build an organization that plays a much bigger role on your campus and in society.

Here are some common themes we have heard from existing chapters and how to handle them.

WE ARE MISSING INFORMATION NECESSARY TO BE APPROVED

Timing is everything when it comes to the approval process. Try to have all of the information prepared well in advance of the filing date. If possible, meet with an administrator prior to the deadline to review that all of the information has been collected and ready to file.

HOW IS CSS DIFFERENT FROM OTHER STUDENT ORGANIZATIONS?

CSS is founded on a mission to create lifelong leaders through sales education, networking, and career opportunities. Very few campuses offer sales courses or certification to students. Explain how your chapter will bridge the gap between the

skills and education needed to become successful sales professionals.

WHO DO WE TALK TO ON CAMPUS TO GET APPROVED?

Start by checking out your student affairs office to start the process. If they are not the right department, they should be able to direct you to the right office or person in most cases.

RECRUITING OFFICERS OR AN ADVISOR

Be persistent in your outreach for officers or an advisor. Use your marketing skills to excite them on the mission of the organization and the goals you've put in place. Start by talking with your friends. Like minded people tend to have similar interests and goals or might be able to offer suggestions or connections to new people. Don't be afraid to broaden your reach. Check out other clubs rosters, greek life, and new student courses.

Membership Recruitment

You might be wondering how to get students to join the club? CSS recommends starting with your friends! Typically like minded people want to get involved in the same activities, but you can also expand your territory by targeting specific classes and lectures. Check out specific classes like general education classes or majors like business administration, economics, or finance. Be sure to contact professors before dropping into class to speak with students.

One of the first places you might look to for partnerships to recruit members is your student government. They are usually an engaged body with a lot of reach on campus and may be able to help you with funding and with communicating with administration. You should also reach out to student organizations.

Target first year students who are exploring their options on campus. Look at various majors and departments. Don't be afraid to include majors

that might not have a direct correlation with sales. For example, a science major might not know that sales is an option for a career path. Joining CSS would be a perfect opportunity for them to learn about medical sales. Using club fairs is a great place to start conversations like these. Try providing snacks or a giveaway to draw people to your booth for conversations. Swag like t-shirts and buttons make clubs seem more legitimate and worth investing in engagement. If you are in need of funding for some swag, CSS national is more than happy to help.

Physical marketing and building brand awareness is critical to laying the foundation for your club. Use existing campus events like welcome week and homecoming to table using flyers and posters to recruit. To draw students to your table, try to offer incentives when possible. Every student loves a free gift card or sweet treat. Think outside the box and get creative with your marketing and recruitment.

Enlist key campus leaders to support your chapter and start a network. While an advisor is necessary you may one day need institutional support.

Include deans, your provost and president, staff from Student Affairs, Service-Learning and Residence Life, your registrar, IT department, campus newspaper advisor, athletic coaches, faculty development coordinator, campus librarians, and faculty from as many diverse academic departments as possible. Even if you're not sure about which department you'll need help from later on, start building relationships now with as many people as possible now.

FOR MORE INFORMATION ON RECRUITMENT, CHECK OUT OUR CSS RECRUITMENT PLAYBOOK.

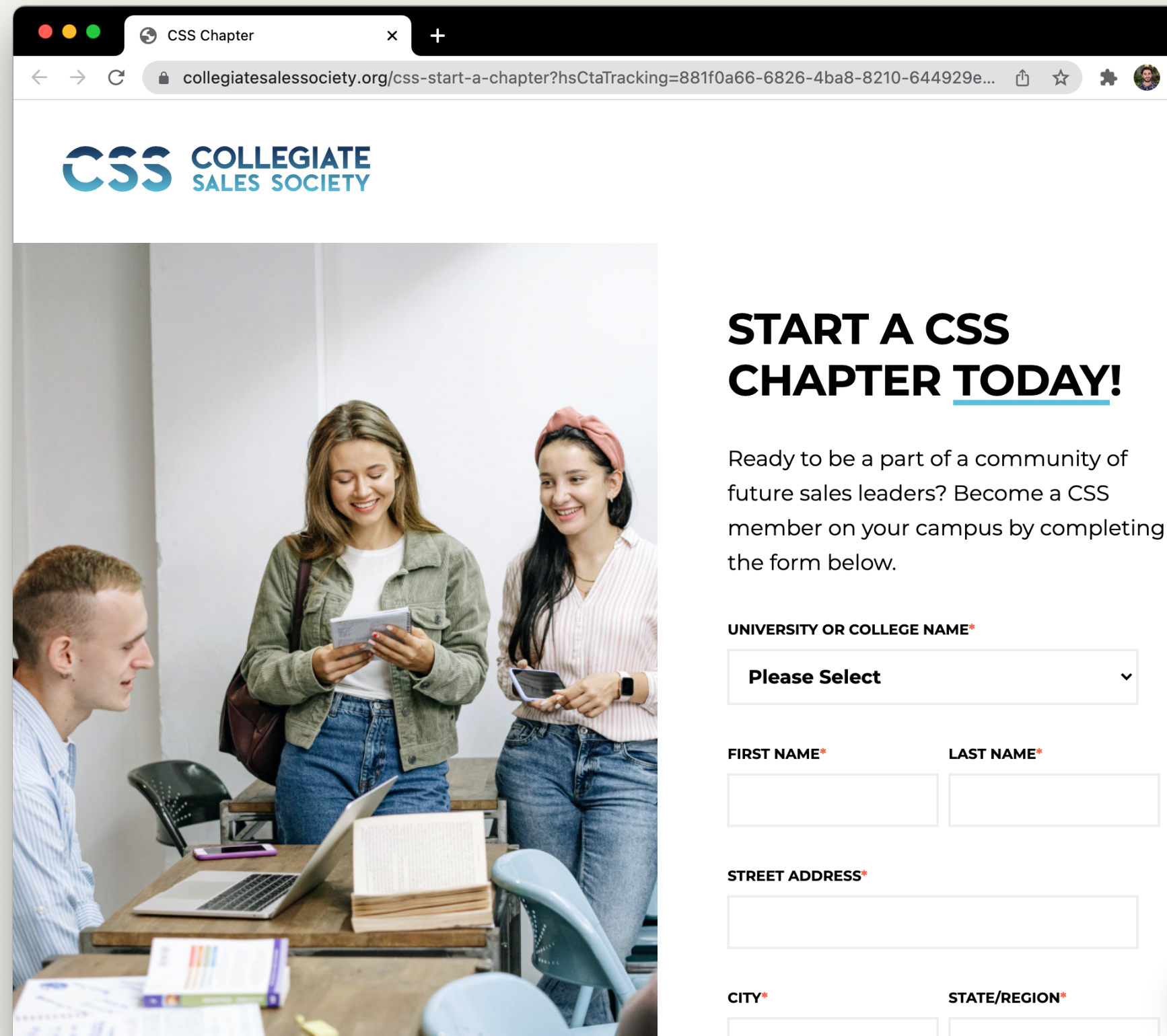


CSS National Role with Chapters

CSS is a national nonprofit organization and will supply you and your chapter with all the necessary resources to be successful. The organization's goal is to help you and your members develop into high performing sales leaders. This means setting you up to earn sales internships and job opportunities. We will provide you with coaching, online tools, and financial assistance to uphold your chapter programming.

In addition to the resources provided in the playbook, each chapter will receive a national logo, access to our exclusive LinkedIn network as well as our annual summit and career fair. Chapters will be encouraged to take advantage of working with national partner organizations and contacts or introductions to sales professionals like event speakers. Chapters are responsible for providing an updated chapter roster to the national team each semester.

If a chapter is unable to provide an updated roster, chapter members may also renew their membership through the CSS website's membership application.



CHAPTER SUSTAINABILITY

CSS recommends each student organization have a strong structure in place to maintain its sustainability.

Most chapters have board members of 4 - 6 students. The structure outlined below is not mandatory. Please feel free to adapt a structure that best fits the needs of your campus.

PRESIDENT: The president should oversee general program operations and members. They provide the direction and goals for the chapter. They are responsible for maintaining contact with CSS national and keeping chapter work in line with the overall mission, vision, and values of CSS national. The president works closely with all members of the executive board and strives to keep the chapter in good standing with the institution. This position includes creating a chapter calendar of events that coordinates with all campus activities as well as national sales, networking events, and opportunities. The president also oversees the coordination of guest speakers at events and works closely with the rest of the executive board.

EXECUTIVE VICE PRESIDENT: The executive vice president is responsible for all program logistics. This includes keeping track of meeting agendas, minutes, securing meeting rooms, and sending out club communications. This position aids the President in overseeing all resources and communication tools (Slack, Google Calendar, etc.).

VICE PRESIDENT OF RECRUITMENT: The VP of recruitment primarily oversees chapter recruitment and on-boarding. This position is primarily supported by the executive VP. The VP of recruitment should set semester goals and ensure chapter members are being onboarded and supported in their chapter efforts.

VICE PRESIDENT OF MARKETING: The VP of marketing is responsible for all social media, email blasts, and poster or flyer content and distribution. This position should identify the best communication channels for your campus and utilize appropriate outlets when necessary.

VICE PRESIDENT OF FINANCES: The VP of finances is responsible for all financial transactions. This includes creating and maintaining the club budget and reimbursements. All fundraising functions fall under the management of the VP of finances.



Chapter Meetings

Your CSS Chapter will consist of a wide variety of students from all different backgrounds and majors. It is important that you meet regularly and build team unity along with your programming. While CSS national does not plan your monthly agendas, it's important that you build an inclusive environment for all attendees.

Meetings should be used to discuss chapter initiatives, educational opportunities, and working sessions.

Here are some general guidelines for holding effective chapter meetings:

- Hold chapter meetings monthly, adding extra meetings when prepping for events.
- Board members should attend all general meetings and events.
- Create an agenda for each meeting. Using an agenda will ensure your meeting is productive and stays on time.
- If you choose to have a guest speaker as a part of your agenda, send them a copy of the questions you would like them to answer 24-48 hours before the meeting.
- Identify one person to take meeting minutes. This helps you track follow ups and informs members who were not in attendance of what was discussed.
- Offer snacks and refreshments! Who doesn't love free food?

Membership

Regardless if your chapter has just started or you've been an established chapter, it is always important to think about membership recruitment. Always keep thinking about what is likely to draw new members into your chapter. Think outside the box and cast a wide network of students on campus. Not all students who join will remain active so it's important to constantly consider building a campus network.

Make a membership goal.

How many active members do you feel is necessary for chapter sustainability, campus engagement, and activities? Like many other chapters you'll probably work with two sets of numbers:

1. NUMBER OF ACTIVE MEMBERS

2. NUMBER OF STUDENTS SIGNED UP FOR EMAILS

AND CLUB INFORMATION

Keeping track will allow you to hit the goals you have set for yourself and the chapter. CSS national asks that each member attend a minimum of 3 chapter meetings or events each academic year. Don't forget, you'll need to report membership rosters to CSS national as well. The national team is a great resource for helping with recruitment and engagement.

Quick Tip

If you find that students are joining your club but not staying active try looking at your organizational methods. Clubs that are unorganized lose students' interest rather quickly. Make it clear in your meetings that you have a well thought out plan for activities and events, and that student members can find value in your work. Maintain a positive outlook on membership numbers. It is common for numbers to ebb and flow at the start, but don't get discouraged if you do not have a full classroom for every meeting. Focus on your core group of members. Those who are passionate about sales and interested in learning will be more reliable and receptive to new opportunities.

Hosting an Event

If you have never hosted an event before don't panic. CSS national can help coach you through it step-by-step. If you are struggling with recruitment or are ready to host your first event as an official campus organization, start with the logistics.

Use the 5 W's as a Road Map:

1. WHO WILL YOU WANT TO ATTEND?

2. WHAT DO YOU NEED TO BE SUCCESSFUL?

What do you hope to get out of the event?

3. WHEN DO YOU WANT TO HOST THE EVENT?

Think about the time of year, week, and exact time frame.

4. WHERE DO YOU PLAN TO HAVE YOUR EVENT?

Where will you attract the most people? Where are the bottlenecks on campus?

5. WHY SHOULD STUDENTS BE INTERESTED IN ATTENDING THE EVENT?

Quick Tip

Developing event goals and objectives will help you and your team stay on track. Work with your VP of nationals and VP of marketing to ensure your event is staying on brand and that you have identified any necessary partnerships and sponsorships. If possible you should survey event attendees at the end to determine what they felt went well or what they would like to see in the future. Surveys help create best practices and strive to create a positive experience for your campus community.

Executive Board/Leadership

To run efficiently and effectively each chapter needs leaders. Some students are explicitly looking for leadership roles so be prepared to leverage that. You want to ensure your organization is around and active long after you have departed. Think of the chapter creation as your legacy on campus. Being organized and aware that one day you'll need to pass the baton to the next chapter leader is important to not lose sight of.

Have a plan to either hold chapter elections or train a lowerclassman to take on the extra responsibilities. Help your successor transition as smoothly as possible. What is some advice you can give that you wish you had when you started? Be transparent with the work they will be asked to do. Planning events, managing volunteers and members, as well as building campus partnerships are great resume skills to obtain while in college.

The executive board will put in extra work, but the return is rewarding. Having the opportunity to make professional connections and gain hands-on experience before graduating is incredibly valuable.

Here are some general best practices for holding effective executive board meetings:

- Board members should have (at minimum) one monthly meeting outside of the general club meeting.
- Come to the meeting prepared. Each department should provide an update on their work as a part of the agenda. The work of your executive board should be different from the work of the club.
- Use the board to continuously evaluate your chapter's success. What can the chapter do better or be making improvements?

CHAPTER WORK & CERTIFICATION

Chapter Education and Initiatives

Your work performed through your chapter start up and maintenance will offer continued education through teachable moments.

Core skills our chapter members have gained include but are not limited:

- Marketing
- Sales
- Cold calling
- Community management
- Organizing
- Event planning
- Critical thinking
- Problem solving
- Teamwork
- Leadership
- Social responsibility
- Creative thinking
- Self-awareness
- Decision making
- Reliability
- Motivation
- Integrity

CSS teaches students to use the resources available to them on campus and expand personal and professional knowledge. CSS clarifies expectations for students and helps focus on certifications needed for successful

careers in sales. CSS chapters will assist students in increasing their understanding of sales: by focusing on integrating knowledge and generalizable skills, drawing a connection between their chapter work, classroom education, and other real world experience.

Although chapters establish an in-person foundation on campuses and allow for face-to-face interaction, chapter members gain a virtual experience working with CSS's national team. In 2020, the global Covid-19 pandemic emphasized the importance of virtual communication and the ability to work independently for current and potential employers.

We know a lot of what students learn during their collegiate years comes not as a result of coursework, but “learning by doing.”

Through interacting with a CSS Chapter, building contacts, and management skills, we expect our students will gain experience in:

- Building and maintaining professional relationships while effectively leading a student organization.
- Maintaining leadership regardless of sales skills levels.
- Planning and overseeing chapter events and bringing about sustainable management systems.
- Learning how to communicate and work effectively in a remote environment.



Consulting Projects

As part of our effort to give our students opportunities to learn by doing, we encourage our chapters to engage in working initiatives to bolster their experience. One of the ways our chapters can gain this experience is through consulting projects.

A consulting project is an opportunity for our chapters to work with a real business that is looking for suggestions on how to remedy a problem they are currently having. Students from our CSS chapters will work directly with these businesses to understand their problem and what they are currently doing to address it. They will then work together to create a prospective solution to present to the company.

While we encourage all CSS students to be involved in these projects, we understand that not every student has the available time to do so.

That is why we want to offer the projects to every university, but will not require every single student to participate. We expect our students to put in a few hours per week on their projects, and to work together in teams.

Once the chapter has a solution, they can present their solution to the company with whom they are working, where they can receive feedback on their presentation and the solution they gave.

These consulting projects will teach CSS Students to listen and understand the pain points of an organization, and work closely with that organization to provide real, feasible solutions. One of the key aspects of working in sales is thoroughly understanding the needs of your clients, and working to provide a solution that meets all of those needs and alleviates the pain points.

Speakers

To get CSS members excited and engaged with the chapter, we encourage chapter leaders to invite guest speakers to their chapter meetings. These guest speaker events are a great opportunity for CSS members to network with experienced sales professionals and gain insider knowledge on how to excel in a sales career.

To obtain these guest speakers, we recommend using LinkedIn to reach out to sales leaders from whom your chapter would like to learn. Look through their LinkedIn profile for an article they have written, or any other contributions they have made to the platform. Once you find something they have created, read that resource and look for a concept that resonated with you and your chapter.

Once you have found a point of theirs that is meaningful to you, send a LinkedIn connection request introducing yourself and CSS, reference the article, and ask them if they are interested in getting involved.

TRY SAYING SOMETHING LIKE:

Hi X,

I am [NAME], the President of the Collegiate Sales Society (CSS) at INSTITUTION NAME. I read your article outlining the importance of active listening in sales, and I resonated with your take on the matter.

Would you be interested in mentoring future sales leaders through guest speaking events?

This shows that you are legitimately interested in their professional opinions, and that you are ambitious and forward-thinking. Experienced professionals are thoroughly impressed by college students that learn to take initiative at such a young age and early point in their career.



Quick Tip

We also recommend reaching out to alumni from your university, as they are typically more willing to come back to their alma mater and mentor students. Check out your university's alumni resources or alumni network to find potential speakers.

Pitch Competitions

Team building exercises should be done regularly to encourage collaboration rather than competition. Continue to motivate each other and develop core strengths, while working to improve weaknesses. One way to do this is through focusing on pitch competitions and mock cold call exercises.

Entering sales pitch competitions is a great way for students to put the sales skills they have learned into practical use, while obtaining valuable feedback and potentially winning prizes. Many universities with entrepreneurship programs often hold pitch competitions in partnership with other organizations. These are a great opportunity to represent CSS and refine your sales pitch skills and confidence.

Another important application of sales skills is learning to make great cold calls. Most entry level sales roles entail some cold calling, so having experience in this area increases your

marketability as a candidate. As part of the annual CSS Summit, the mock cold calling competition is one of several opportunities CSS offers to master this skill. To become an excellent cold caller, the Collegiate Sales Certification (CSC) provides the training and experience necessary to excel.

Collegiate Sales Certification

The Collegiate Sales Certification (CSC) is a 3 module sales course designed for college students that are interested in learning about:

1. SALES
2. GAINING REAL-WORLD EXPERIENCE
3. PREPARING FOR JOBS AND INTERNSHIPS

Becoming certified is the proof you need to show you know what you are doing. Completing this program will validate the skills you need to be successful. Many employers use certifications as a benchmark standard to measure potential candidates. Certifications benefit not only new

professionals but can be evidence for existing professionals to showcase their drive and motivation, often leading to promotions and even at times raises. Your chapter members will gain credibility, increase their marketability, and employer preference by completing the CSC. The modules provided help students obtain “preferred” credentials that you see on job descriptions. Taking voluntary steps to increase your performance and credentials will help you stand out as a candidate when seeking new employment opportunities. Those who complete the CSC will have a leg up in the competition when speaking with potential employers at CSS’s annual summit and career fair.



CHAPTER RESOURCES

Job Experience

The Collegiate Sales Summit is a national sales conference designed to help college students learn, network, and find internships in sales. CSS brings together the top college students around the country interested in pursuing sales career opportunities and provides them with introductions to companies looking to hire interns and full-time sales professionals.

The CSS Summit is focused on helping students apply what they have learned through chapter work to real life experiences. The CSS Summit has training sessions, pitch competitions, a career fair, and plenty of networking opportunities. This is your space to shine!

National Network

Working through a national network can be beneficial for many reasons. CSS national has created an inclusive environment for scholars of all ages to engage in various career

opportunities. A nonprofit organization, CSS is dedicated to bridging the skills gap between talent and opportunities. Efforts have been made to support young professionals, education and employability skills, and hiring from sales teams. An initiative launched and sponsored by Vendition, CSS aims to build a network of students and professionals.

To grant all CSS chapters the opportunity to engage with members across the country, the national team has implemented two platforms to facilitate interchapter communication. We have also created a CSS slack team where each chapter can communicate with other chapters nationwide, as well as having their own separate channel for their unique chapter.

The CSS National team encourages students to leverage these opportunities to connect and support each other. These platforms will facilitate interchapter support through chapter initiatives, successes, and teachable moments.

TEMPLATES

How to Find a Faculty Advisor

1

IDENTIFY 2-3 PROFESSORS/ FACULTY MEMBERS

- Professors you know
- Professors that have a great reputation on campus
- Professors you want to meet
- Professors you think are relevant (marketing, business, entrepreneurship, etc.)

2

FIND CONTACT INFORMATION

- Start with email
- If the contact is non-responsive after several attempts, try cold calling.

3

SEND THEM AN EMAIL (OR STOP BY)

- Check out the sample email on the next page.

4

BE PREPARED FOR A CALL/VIRTUAL MEETING

- Be ready to explain the club in one sentence.
- Be ready to explain the goals of the club
- Be ready to explain what the club will do
- Be ready to explain what you want from the advisor and why them

Sample Faculty Advisor Email



james@university.com

Subject: Faculty Advisor for new club on campus?

Professor X,

We haven't met but I'm a Junior at UCSD and I'm interested in starting a sales club on campus assuming I'm able to find a faculty advisor.

CollegiateSales Society (CSS) is a non-profit National Collegiate Sales Club with dozens of chapters across the country. The national organization provides sales training, networking events, and job opportunities for students interested in learning about the sales profession.

From what I can see on LinkedIn, many alumni pursue sales careers already and I think [our university] would benefit from having a chapter on campus.

We have our founding officers, constitution, and game plan for a successful year already planned. Is there any chance you would be open to being an advisor for our club? You don't need to attend any meetings (unless you want to) and the time commitment would be minimal but we do need an advisor to be approved by the university.

Are you interested in learning more about the club?

James

Major

Class of 2022

Bylaws or Constitution Template

Collegiate Sales Society of [Campus] Bylaws

Registered Student Organization Constitution

- Student Organization Name: Collegiate Sales Society of [Campus]
- Date Prepared: September 16, 2022
- Date Amended: September 16, 2022
- Date Approved: (Specific to each campus)
- Approved by: (Specific to each campus)

Article I - Name

The name of our registered student organization is:

Collegiate Sales Society of [Campus]

- We sometimes use the acronym “CSS of [Campus]” or “CSS.”
- We are a chapter of Collegiate Sales Society, the nonprofit national collegiate sales club.

Article II - Purpose

Collegiate Sales Society of [Campus] is a group of students interested in pursuing sales jobs after graduation. We’re dedicated to helping students learn about the sales profession, become trained on sales techniques, network with industry sales leaders, and earn sales internships and full-time jobs.

Article III - Membership

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

We will not have according to California State Law.

We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article IV - Officers & Elections

CollegiateSales Society of [Campus] will have the following officers:

- President
- Executive Vice President
- VP of Recruitment
- VP of Marketing
- VP of Finances (Treasurer)
- VP of Nationals (Sales Conference Chair)

Officers shall be elected by a simple majority vote of the members present at

Bylaws or Constitution Template

the election meeting.

Other than the inaugural year (2020-2021), elections will occur during the spring semester/quarter prior to the upcoming academic year in which the officers will serve.

Officers will serve one year terms.

Officers can be removed from their duty if 2/3 of the total voting membership elect to remove an officer.

If an officer position vacancy occurs, there will be a special election and the majority vote of the members present at the election will decide the replacement officer.

The President of the club will serve as the primary contact and serve as the organization's signatory.

Article V - Meetings

Meetings will occur (choose frequency) and will be called by the President.

A quorum shall constitute a minimum of 3 officers and 3 additional members of the club.

Special emergency meetings will be called by the President and will be communicated over email.

Article VI - Constitutional Amendments

Any active member can propose an amendment to the constitution

Amendments are proposed by emailing the President and Vice-President.

Amendments to the constitution will be voted on within 3.5 months of the date of proposal.

Members will be notified via email when an amendment is going to be voted on.

Amendments will need a 2/3 majority vote from our active membership to pass.

Article VII

For points not covered in the constitution, a majority vote by the officers will make decisions in times of conflict or when the constitution is not clear on how to handle a specific situation.

Sample Meeting Agenda

Meeting Agenda

July 23rd

1. Call to order
 - a. Attendance
2. New items
 - a. Workshops coming up
 - b. Pitch competition team sign ups
 - c. Recruitment event - 'Friends Don't Let Friends Sell Alone,' please bring one guest to the next meeting.
3. Guest Speaker: JennaRae DeMaio, CSS Program Manger
 - a. Optional learning opportunities
 - b. Leveraging LinkedIn
4. Questions?
5. Close meeting